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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 10 April 1953

FROM : Chief, Management Training Division

SUBJECT: Weekly Progress Report -- 3-9 April 1953

1. I conducted three follow-up meetings in the Human Resources Program in FDD on Monday, Tuesday, and Thursday of this week. Total attendance: Fifty.

2. The Human Resources Program was begun in TSS on Wednesday with twenty-two division chiefs and equivalent staff.

3. Plans for conducting the Human Resources Program in FE, OCI, and Commo have now been completed. These programs will commence during the next two weeks and in some cases will run until the end of June.

4. The Records Management Training Program has been completed in its planning stage and will commence on Tuesday, 14 April.

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